

MEMORANDUM OF AGREEMENT  
BETWEEN THE  
GREAT LAKES INTER-TRIBAL COUNCIL  
AND THE  
DIVISION OF VOCATIONAL REHABILITATION

Reviewed By:  
EKS

**Memorandum of Agreement Between The Great Lakes Inter-Tribal Council  
And Division of Vocational Rehabilitation**

This Memorandum of Agreement (MOA) is between the Great Lakes Inter-Tribal Council (GLITC), acting as contract agent for the Section 121 Vocational Rehabilitation projects in the State of Wisconsin, and the Division of Vocational Rehabilitation (DVR). This MOA will continue to assist GLITC and member tribes in providing vocational rehabilitation services to Native Americans with disabilities in Wisconsin.

The parties enter this MOA in recognition that on-going cooperation between GLITC and DVR will continue to help GLITC to expand and support its Section 121 Programs throughout the State of Wisconsin. The DVR will continue to provide necessary technical services to GLITC to help support its efforts to serve eligible individuals on or near the reservations, including services to Native Americans living in underserved areas of the State; e.g. Milwaukee, Madison, and Black River Falls.

This agreement describes the joint venture between GLITC and DVR/DWD for the period of **July 1, 2019 through June 30, 2020** for the use of **\$314,900.00** in "Native American Gaming Initiative" funds (NAGI), provided under ss. 20.445 (5) (kg), Wis. Stats. "Vocational rehabilitation services for tribes." The State ID is 445.566.

This agreement will be renewed annually for a twelve (12) month contract by mutual agreement, contingent upon funding availability and achievement of outcome and reporting objectives.

**PURPOSE OF AGREEMENT**

The objective of this MOA is for DVR to work cooperatively with GLITC and respective Wisconsin American Indian Vocational Rehabilitation (AIVR) programs in efforts to provide vocational rehabilitation services to eligible Native Americans with disabilities. A major focus will be for collaboration and cooperation to support GLITC in expanding Section 121 Programs by supporting, through technical assistance, DVR and AIVR staff, so that all tribal reservations are served by qualified vocational rehabilitation counselor. The DVR will assist GLITC by providing technical consultation to the GLITC Vocational Rehabilitation Program including case management training and mentorship to newly hired GLITC AIVR program staff. Additionally, DVR will work closely with GLITC in providing technical assistance related to rehabilitation technology, ongoing support, job coaching (systematic instruction), benefits counseling, and other needed support and specialized training which can benefit GLITC's Section 121 Program. Technical assistance support will also be provided, as needed, to GLITC's administrative and support staff. This cooperative relationship is designed to assist both GLITC and DVR in increasing employment outcomes for Native American DVR and AIVR program participants.

Up to **\$314,900** will be provided under this contract from the NAGI funds to GLITC to accomplish staffing, equipment, travel, supplies and services, and other support services. Both agencies (DVR and GLITC) will work together to ensure the necessary infrastructure is in place to achieve employment outcomes consistent with the mission, values and strategic priorities of GLITC and DVR. Support services and other fiscal activities are attached.

The contract will not exceed up to **\$314,900** of NAGI funds administered by DVR.

## **JOINT GLITC/DVR RESPONSIBILITIES**

1. Perform outreach activities to increase the number of Native American job seekers with disabilities served.
2. Increase Vocational Rehabilitation services to Native Americans.
3. Provide training and technical assistance to GLITC/AIVR/DVR staff.
4. Expand program evaluation process.
5. Improve GLITC AIVR program automation and computer/technology support.
6. Provide counseling "tools" for AIVR program staff
7. Increase AIVR program staff knowledge and use of rehabilitation technology.
8. Collaborate and coordinate training for AIVR/DVR staff. As needed, jointly plan and implement training and staff development activities. The GLITC and DVR will share program materials that support training staff of the DVR/AIVR programs in the implementation of the MOU.
9. Hold quarterly GLITC/DVR management meetings to share information, review program progress and fiscal information and develop plans regarding collaborative service efforts.
10. As appropriate and when funds are available, participate in meetings, conferences, and training sessions which benefit each program's effectiveness in meeting the needs of staff and consumers of AIVR and DVR staff and consumers.

## **TARGET PERFORMANCE GUIDELINES**

1. Create a strong partnership and service collaboration between DVR and the Wisconsin tribes.
2. Increase DVR Counselors knowledge of cultural needs, wants, and differences.
3. Increase the number of Native Americans with disabilities participating in vocational rehabilitation services.
4. Increase the number of Native Americans successfully completing Individualized Plans for Employment (IPE).
5. Improve the number of employment outcomes for Native American consumers
6. Provide training and technical assistance to support qualified vocational rehabilitation staff.
7. Reduce unemployment among Native American consumers over time.
8. Create access to basic VR services, as well as, including natural medicine and health services.
9. Increase the level of trust and understanding leading to improved collaboration and coordination of services among GLITC/AIVR and DVR program staff.

## **PROJECT FUNDING**

Upon the signature of both parties GLITC will invoice DVR quarterly for actual and allowed expenditures up to the **\$314,900.00** contract amount. Invoices will include a detailed description of expenditure activity for each month in the quarter. Invoices are to include a detailed description of the specific expenditures. The invoices are to be submitted electronically as an attachment of an e-mail message to the DVR Budget and Policy Analyst at [EInvoice@dwd.wisconsin.gov](mailto:EInvoice@dwd.wisconsin.gov) within 30 days of the end of the quarter.

Funds encumbered before June 30, 2020 are to be completed by June 30th and a final expenditure report submitted to DVR within 60 days of the contract end date. Notwithstanding 20.001(3)(a) unencumbered balances at the end of the fiscal years reverts back to the source fund, which is the Indian Gaming Receipts 20.505(8)(hm.). The GLITC will also provide DVR with an annual audit, in accordance with federal audit requirements under OMB A-128, showing actual expenditures under the terms of the agreement.



### PROGRAM REPORTING

The GLITC will provide DVR with a quarterly program report detailing the progress of the program for the contract year. This program report shall include a narrative of Wisconsin DVR activities and outcome benchmarks in accordance with the 9 target performance guidelines. (See Attachment B) The GLITC is to provide the annual program report to DVR within 30 days after the close of the State Fiscal Year. Quarter and annual program reports are to be submitted electronically as an attachment of an e-mail message to the DVR Contract Specialist, at [DVRSpecialContracts@dwd.wisconsin.gov](mailto:DVRSpecialContracts@dwd.wisconsin.gov), within 30 days of the end of the quarter.

### SUSPENSION OR TERMINATION

This agreement may be suspended or terminated if funds are not available.

### AMENDMENT OF THIS AGREEMENT

All or part of this agreement may be amended at any time by written amendment signed by the Administrator of DVR and the Administrator of GLITC's Section 121 Program. It is acknowledged this agreement is subject to change, if either applicable state or federal laws change. Upon the giving of the required notice, DVR and GLITC agree to negotiate as to the effect the federal or state law change will have on the future implementation and continuation of this agreement.

Each party agrees to give the other party written notice within thirty (30) days after becoming aware of any state or federal law changes which may impact upon the performance of either party under this agreement.

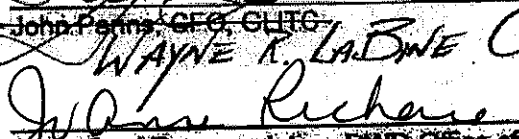
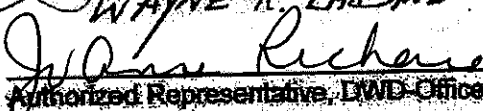
As agreed to by the Administrator of the Wisconsin Department of Workforce Development, Division of Vocational Rehabilitation (DWD-DVR), and the CEO of Great Lakes Inter-Tribal Council Section 121 Program.

  
Debra Newton, Administrator DWD-DVR

6/18/2019  
Date

  
John Penna, CEO, GLITC

6/28/2019  
Date

  
Wayne R. LaBine, CEO GLITC  
  
Authorized Representative, DWD-Office of the Secretary

7-3-19  
Date



GLTC, INC.  
Budget Submission

Original Budget ( YES / NO ) : Yes  
Modified Budget Number : \_\_\_\_\_

AIVR 20

BUDGET PERIOD: July 1 2019- June 30 2020

For Accounting Dept. Purposes Only Do Not Complete

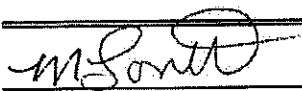
Program FY : 19-20

Funding Agency ID : \$ 445.57

APPROVED FY20  
BUDGET

LINE #	DESCRIPTION	BUDGET
<b><u>SALARY &amp; FRINGE</u></b>		
5150 AIV20	Administrative Staff- outreach	\$ 41,600.00
5150 AIV20	Administrative staff - inhouse	\$ 20,800.00
TOTAL SALARY		\$ 62,400.00
5190 AIV20	Fringe Benefits	\$ 9,000.00
TOTAL SALARY & FRINGE		\$ 71,400.00
<b><u>INDIRECT COST</u></b>		
5710 AIV20		\$ 21,420.00
TOTAL SALARY, FRINGE & IDC		\$ 92,820.00
<b><u>DIRECT PROGRAM EXPENSES</u></b>		
5310 AIV20	Program/Meeting Supplies	\$ 2,000.00
5315 AIV20	Background Checks	\$ 42.00
5330 AIV20	Membership Dues	\$ 6,000.00
5350 AIV20	Promotional/Advertising	\$ 3,000.00
Total Direct		\$ 11,042.00
<b><u>OPERATING EXPENSES</u></b>		
5410 AIV20	Office Supplies	\$ 2,000.00
5411 AIV20	Technical Assistance	\$ 4,000.00
5430 AIV20	Telephone	\$ 100.00
5440 AIV20	Copying/Printing	\$ 100.00
5450 AIV20	Postage	\$ 100.00
5460 AIV20	Space Costs	\$ 500.00
5465 AIV20	Training/Education	\$ 6,000.00
5470 AIV20	Equipment	\$ 1,900.00
Total Operating		\$ 14,700.00
<b><u>TRAVEL</u></b>		
5610- AIV20	Travel	\$ 8,500.00
5620- AIV20	TRAINING/CONF. TRAVEL (IN-STATE)	\$ 3,000.00
5630- AIV20	OUT OF STATE TRAVEL	\$ 10,840.40
5640- AIV20	LEASED VEHICLE EXPENSE	\$ 14,997.60
5641- AIV20	LEASED VEHICLE EXPENSE (insurance, misc items)	\$ 5,000.00
TOTAL TRAVEL		\$ 42,338.00
<b><u>CONTRACTUAL</u></b>		
5810- AIV20	Tribal Subrecipient - LCO	\$ 40,000.00
5810- AIV20	Tribal Subrecipient - Menominee	\$ 75,000.00
5820- AIV20	Tribal Subrecipient - Oneida	\$ 35,000.00
5830- AIV20	Consulting/contractual	\$ 4,000.00
TOTAL CONTRACTUAL		\$ 154,000.00
TOTAL BUDGET		\$ 314,900.00

Program Director



Date: 06-24-19

Chief Financial Officer

Date: \_\_\_\_\_

Chief Executive Officer

Date: \_\_\_\_\_



Attachment B

Work Plan, AIVR

July 1, 2019-June 30, 2020

*A cooperative relationship designed to assist GLITC/DVR to increase employment outcomes for Native American DVR and AIVR program participants.*

Target Performance Guidelines:

Fostering a strong partnership and service Collaboration between DVR and the Wisconsin Tribes.

- *Invitations from and to both DVR/TVR staff meetings.*
- *GLITC will coordinate with TVRs to host 2 regional meeting per year.*
- *GLITC will sponsor 2 DVR staff to attend Canar.*

Foster for DVR knowledge of Cultural Needs, wants, and differences.

- *Provide meeting spaces for DVR to meet with consumers/service providers at TVR sites.*
- *Inviting/hosting trainings related to concerns in Indian country.*
- *GLITC will invite and host DVR staff at local powwows.*

Reduce the number of Native Americans with disabilities declining vocational rehabilitation services.

- *Referral to and sharing of consumers with State DVR.*
- *Outreach at Tribal events and schools.*
- *Leased vehicles for staff for travel to reservations for consumer meetings, conferences, trainings, etc.*

Increase the number of Native Americans successfully completing IPEs.

- *Offer trainings and relevant classes to GLITC staff to ensure highly qualified staff.*
- *Coordinate with DVR and other service providers to ensure culturally sensitive service are being delivered/provided.*

Higher incidence of employment outcomes for Native American consumers over time.

- *Out-reach to Native venues and schools regarding TVR and DVR services.*
- *Provide contracted services, tools, equipment available to all Tribal members to promote traditional and cultural activities.*

Provide training and technical assistance to support qualified vocational rehabilitation staff.

- *Local and regional trainings and conferences such as CANAR.*
- *Offer trainings and relevant classes to GLITC staff to ensure highly qualified staff.*

Lower unemployment among Native American consumers over time.

- *Collaboration and cooperation with local and Tribal employers and businesses.*

Create access to basic VR services, as well as including natural medicine and health services.

- *Contract with Tribal healers for training, information.*

Increase the level of trust and understanding leading to improved collaboration and coordination of services among GLITC/AIVR and DVR staff.

- *We will offer cultural awareness to DVR Tribal liaisons, and any interested DVR staff.*